



# COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 437  
LOS ANGELES, CA 90012



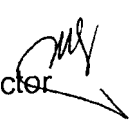
**MARK J. SALADINO**  
TREASURER AND TAX COLLECTOR

February 8, 2007

TELEPHONE  
(213) 974-2101

FACSIMILE  
(213) 626-1812

TO: Kiran Mirza, Legislative Deputy, First Supervisorial District  
Clinton Tatum, Senior Deputy, Second Supervisorial District  
Alisa Katz, Chief of Staff, Third Supervisorial District  
Rick Velasquez, Assistant Chief Deputy, Fourth Supervisorial District  
Lori Glasgow, Assistant Chief Deputy, Fifth Supervisorial District

FROM: Mark J. Saladino   
Treasurer and Tax Collector

SUBJECT: **AGENDA ITEM NO. 47 FOR FEBRUARY 13, 2007 –  
RECOMMENDATION TO APPROVE ASSIGNMENT AND DELEGATION  
FOR TEMPORARY PERSONNEL SERVICES**

The Treasurer and Tax Collector (TTC) has filed the attached Board letter for the Board of Supervisors' meeting on February 13, 2007, recommending approval of an Assignment and Delegation, which assigns all rights, obligations, and interest of Contract No. 75107 with PDQ Personnel Services, Inc. (PDQ) to SelectRemedy for the provision of temporary personnel services. The Assignment and Delegation will become effective upon the date of the Board of Supervisors' approval.

On October 12, 2004, the Board approved the Temporary Personnel Services Contract with PDQ. Temporary personnel services provide temporary personnel to help TTC handle several peak workload periods in critical areas of the Department including, but not limited to, the annual tax season. The busiest tax collection days of the year are December 10 and April 10 and during the two-week period just prior to and immediately following these dates when approximately 1.1 to 1.6 million tax payments are received by mail.

On November 13, 2006, PDQ informed the County of Los Angeles (County) that, pursuant to a purchase transaction, SelectRemedy would be absorbing PDQ operations and requested that the PDQ Contract for temporary personnel services be assigned to SelectRemedy, under Sub-section 8.1, Assignment and Delegation, of the Contract. In order to confirm that SelectRemedy possesses the financial capability to successfully execute the contracted services, TTC conducted a review of SelectRemedy's audited financial statements for the years ending December 31, 2004, 2005, and period ending

September 10, 2006. Based upon the review, it was determined that SelectRemedy is in an acceptable financial condition. Accordingly, TTC recommends that the Board approve this Assignment and Delegation to SelectRemedy. The current Contract term expires on October 11, 2007, with two additional one-year extension options.

The proposed Assignment and Delegation Agreement with SelectRemedy will not exceed the previously approved PDQ contract annual maximum sum of \$448,000. The Assignment and Delegation to SelectRemedy will not result in an increase to the existing fees.

Living Wage Program requirements do not apply to this non-Proposition A contract.

The Contractor is in compliance with all Board and TTC requirements. County Counsel has reviewed and approved the Assignment and Delegation Agreement as to form.

If you should have any questions, please contact Henry Román, Assistant Treasurer and Tax Collector, at (213) 974-0703.

MJS:EVT:evt

Z:\Con Grp Share\PDQ Temp Svcs Con\PDQ Con 75107\Assign and Del\TPS Brd Dept Memo 2-6-07.doc

Attachment



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LOS ANGELES, CA 90012



**MARK J. SALADINO**  
TREASURER AND TAX COLLECTOR

February 13, 2007

TELEPHONE  
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(213) 626-1812

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

## **APPROVAL OF ASSIGNMENT AND DELEGATION AGREEMENT FOR TEMPORARY PERSONNEL SERVICES (3 VOTES)**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and instruct the Chairman to sign the attached Assignment and Delegation Agreement, which delegates and assigns all rights, obligations, and interest of Contract No. 75107 with PDQ Personnel Services, Inc. (PDQ) to SelectRemedy.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On October 12, 2004, your Board approved the Temporary Personnel Services Contract, which commenced upon Board approval with PDQ. Temporary personnel services provide temporary personnel to help TTC handle several peak workload periods in critical areas of the Department including, but not limited to, the annual tax season. The busiest tax collection days of the year are December 10 and April 10 and during the two-week period just prior to and immediately following these dates when approximately 1.1 to 1.6 million tax payments are received by mail.

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The Honorable Board of Supervisors  
February 13, 2007  
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### Implementation of Strategic Plan Goals

The Assignment and Delegation of this Contract is consistent with the County's Strategic Plan Goal of Organizational Effectiveness. This Assignment and Delegation Agreement will enable the continued operations through the utilization of the contractor's expertise to effectively provide these as-needed temporary personnel services in a timely and cost-effective manner.

### FISCAL IMPACT/FINANCING

The proposed Assignment and Delegation Agreement with SelectRemedy will not exceed the previously approved PDQ contract annual maximum sum of \$448,000. The Assignment and Delegation to SelectRemedy will not result in an increase to the existing fees.

Living Wage Program requirements do not apply to this non-Proposition A contract.

### FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Contractor is in compliance with all Board and TTC requirements. County Counsel has reviewed and approved the Assignment and Delegation Agreement as to form.

### IMPACT ON CURRENT SERVICES

None. Approval of this Assignment and Delegation Agreement provides for the continuation of existing services.

### CONCLUSION

Instruct the Executive Officer/Clerk of the Board to return three (3) signed original Delegation and Assignment Contracts and one (1) adopted stamped Board letter to TTC.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark J. Saladino", followed by a circled "for" in parentheses.

MARK J. SALADINO  
Treasurer and Tax Collector

MJS:EVT:evt  
PDQ Assignment and Delegation Brd Ltr. 1-22-07

Attachments (1)

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors